

**CITY of SAN ANTONIO**Development Services Department [www.sanantonio.gov/dsd](http://www.sanantonio.gov/dsd)1901 S. Alamo  
San Antonio, Texas 78204Telephone Number (210) 207-1111  
Fax Number (210) 207-0102**Foundation Repair Permit - Residential and Commercial**

Date:	Address:
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Owner Name:
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C R	Commercial or Residential?	Sq. Ft of Work:	Value of Work:
Y N	Full Foundation Repair	Y N	Engineered Construction Plans Submitted
Y N	Partial Foundation Repair	Location of Work:	

Detailed Description of Work Attach additional sheet if needed
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Y N	<u>Slab on Grade / Concrete Foundation</u>	Requires submittal of Engineer's Inspection Letter to clear foundation inspection. The letter should specifically indicate that drainage meets the minimum requirements of the City's current building codes. If drainage is not addressed by the engineer, an inspection for drainage will be required.
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Y N	<u>Pier &amp; Footing</u> Number of Piers: _____	Requires submittal of Engineer's Inspection Letter to clear foundation inspection.
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Y N	<u>Repair/Replacement:</u> Wood Sill Y N Beam Y N Joist Linear Ft: _____	Requires submittal of Engineer's Inspection Letter to clear foundation inspection.
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Y N	<u>Removal/Repair/Replacement:</u> Skirting	Requires Final Inspection by City Inspector for venting, subfloor access and drainage (in addition to engineer letter noted above)
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Required	Submitted Assumption of Engineer of Record Letter?	Requires submittal of Engineer's Inspection Letter to close Permit
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Contractor Name:	Contractor ID#:	Escrow: YES [ ] or NO [ ]
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License Holder:	License #:
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Authorized Agent Name:	Contact ID#:
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Telephone:	Fax:	Email:
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SIGNATURE OF PERMIT HOLDER:
By signing I understand the limitations to the permit listed above and possible requirement to remove work if non-compliant.

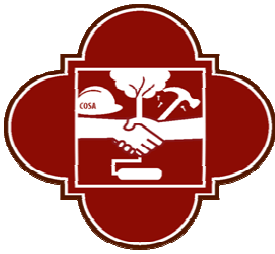
Other Contact ID# (s) associated with this permit:
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Permit issued by:	AP No.
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THIS APPLICATION MUST BE COMPLETED WHEN REQUESTING A PERMIT. A DOUBLE FEE WILL APPLY FOR FAILURE TO OBTAIN A PERMIT BEFORE STARTING WORK. FAILURE TO SUBMIT ACCURATE INFORMATION MAY RESULT IN A PROCESSING DELAY.

COPY OF APPLICATION MUST BE AVAILABLE AT JOB SITE WITH PERMIT

May 2013



CITY OF SAN ANTONIO  
**DEVELOPMENT SERVICES DEPARTMENT**  
P.O.BOX 839966 | SAN ANTONIO TEXAS 78283-3966



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TO: Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 172 - Residential and Commercial Foundation Repair Permits**

DATE: March 10, 2010  
Revised May 1, 2013 (Added commercial as well as submittal requirement for the Assumption of Engineer of Record Letter and revised the Engineer's Inspection Letter)

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The purpose of this information bulletin is to clarify the requirements for residential foundations repair and/or commercial foundations repair and/or replacement permits. For a residential repair permit, applicants must be the homeowner or registered as a residential builder. The Foundation Repair Permit Application AND the Assumption of Engineer of Record Letter, AS WELL AS any construction documents (required for commercial foundation repairs), must be submitted to the One Stop Counter at the DBS Center or any of the City's Service Centers. This permit cannot be obtained using the department's on-line permitting system. A double fee will apply for failure to obtain a permit before starting work. The specific requirements are as follows:

#### SUBMITTAL

**Residential Foundation** repairs shall be designed and inspected by OR performed under the engineering guidance of and inspected by a professional engineer licensed by the State of Texas. To be granted a permit, submit the following:

- 1) Assumption as Engineer of Record Letter signed and sealed by a professional engineer licensed in the State of Texas. (attached)
- 2) Completed permit application. (attached)

**Commercial Foundation** repairs shall be designed and inspected by a professional engineer, licensed by the State of Texas. To be granted a permit, submit the following:

1. Assumption as Engineer of Record Letter signed and sealed by a professional engineer licensed in the State of Texas. (attached)
2. Completed permit application. (attached)
3. Submittal of stamp and sealed engineered construction documents

#### INSPECTIONS AND SUBMISSION OF ENGINEER'S LETTER

**Submission of the Engineer's Inspection Letter from the Engineer of Record** – All foundation repair permits must be closed out by submission of the Engineer's Inspection Letter which must follow the attached template. Only letters from the Engineer of Record will be accepted.

All engineer letters should be standardized using the template attached hereto and submitted to Planning & Development Services as follows:

Email to [callcenter@sanantonio.gov](mailto:callcenter@sanantonio.gov)

Fax to 210.207.6873

Hand Delivery to:

Development Services Department Call Center  
1901 S. Alamo Street  
San Antonio, Texas 78204

- **Skirting Removal, Repair or Replacement** – If the scope of work requires the alteration of the skirting, then the permit holder is responsible for the additional requirement to adequately vent and access the crawlspace specified by City code and the International Residential Code.

The permit holder shall schedule a Final Inspection to allow the City of San Antonio building inspectors to inspect for the venting, and subfloor access.

- **Residential Drainage** – If the Engineers Inspection Letter does not indicate that drainage for one and two family dwellings was addressed during the engineer's inspection, the permit holder has two options:
  - 1) The permit holder shall schedule a Final Inspection to allow the City of San Antonio building inspectors to inspect for drainage away from the foundation.
  - 2) If the drainage does not meet the requirements of the building code and the homeowner does not wish to pay for this work, submit a letter from the homeowner stating:
    - a. They understand the importance of proper drainage away from the foundation
    - b. They do not wish to have this work done as part of the foundation repair at this time.
- **Commercial Drainage** – All commercial foundation repairs require drainage to be addressed and re-grading performed as required. If the Engineer's Inspection Letter does not address drainage for a commercial foundation repair a City inspection is required.
- **Notification of change of Engineer of Record** – In the case that an Engineer of Record changes after submittal of the application, two items are required to be submitted to The City of San Antonio, Development Services:
  1. A letter from the original Engineer of Record (EOR) stating that he/she is no longer involved with the project.
  2. A new Assumption as Engineer of Record Letter submitted from the new professional engineer taking responsibility as EOR.

**Engineer's Name or Letter Head**

**Assumption as Engineer of Record Letter**

Date)

(Client Name)

(Client Firm Name)

(Client Address)

(Client Address)

Referenced Project: (Project Name)

(Project Address)

San Antonio, Texas 78\_\_\_\_

Property Legal Description: (Legal Description from Bexar Appraisal District Account, Property Survey, Deed, Etc.)

Dear (Client):

This letter is to acknowledge that I am accepting the role as Engineer of Record for the foundation repair to be constructed at the above referenced address.

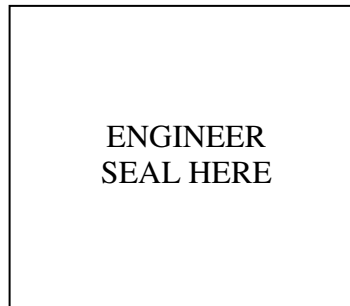
Qualified individuals from my office will visit the site to check the construction stated above for general conformance with either our design/construction documents or under repairs performed under our engineering guidance, and for general conformance with the requirements of the 2012 edition of the **International Residential Code** for residential sites or the **International Building Code** for commercial sites.

If you have any questions, please call.

Respectfully,

[Engineer Signature Here]

(Type Engineer Name Here)



**Engineer's or Engineering Company's Letterhead**

**Engineer's Inspection Letter**

(Date)

(Client Name)

(Client Firm Name)

(Client Address)

Referenced Project: (Project Name) (Project Address)  
San Antonio, Texas 78\_\_\_\_\_

City of San Antonio Building Permit A/P Number: \_\_\_\_\_

Dear (Client):

Your construction of the foundation repair for the building located at the above referenced address was completed with the engineering guidance provided by our office. The Engineer of Record for the foundation repair is [Engineer's Name] having a Texas Professional Engineer License Number of [Engineer's Number].

Check One:

☐

The foundation repair construction documents were provided to assist in developing the scope of the repair and to provide guidance on the construction of the new structural members.

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The scope of the foundation repair did not require construction documents. Details and specifications were provided as needed to aid in the construction. The foundation repair was constructed with engineering guidance or written guidance provided by our office. The following is a description of the repair work undertaken:

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Qualified individuals from this office visited the site to check the construction stated above for general conformance with our design/construction documents OR engineering guidance and the 2012 edition of the **International Residential Code** for residential sites or the **International Building Code** for commercial sites.

[For slab on grade] A drainage assessment around the building [was/was not] performed by our office.

In my opinion, based on our experience, knowledge, information and belief, the stated construction that we observed is in general conformance with our design/construction documents OR engineering guidance and the 2012 edition of the **International Residential Code** for residential sites or the **International Building Code** for commercial sites.

As denoted by the engineering seal on any construction documents and on this letter, we believe we have fulfilled our obligations as an engineer under the Texas Engineering Practice Act pursuant to its requirements to protect the public health, safety, and welfare in the practice of engineering. We further believe we have met those requirements insofar as our responsibility for periodic observation of the work for conformance is concerned.

If you have any questions, please call. Respectfully,

[Engineer Signature Here]

(Type Engineer Name Here)

ENGINEER  
SEAL HERE